



TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

ORDINANCE #18-03-21-001

AN ORDINANCE TO AMEND THE UNIFIED DEVELOPMENT ORDINANCE OF THE TOWN OF KNIGHTDALE REGARDING THE OLD TOWN ADVISORY BOARD

WHEREAS, the Town of Knightdale has received a petition to amend Chapter 14.4(B) “Old Town Advisory Committee” to amend the name, membership, and structure of the Old Town Advisory Committee; and

WHEREAS, the petition also includes the amendment of other remaining chapters of the Unified Development Ordinance that may be affected by the proposed amendments, such as updating code section references and locations, the use matrix, the ordinance table of contents and index, as well as adding/amending definitions in Chapter 19 for consistency; and

WHEREAS, the Town of Knightdale Unified Development Ordinance Section 15.6(B) establishes uniform procedures for amending the text of the Ordinance; and

WHEREAS, the zoning text amendment is consistent with the adopted comprehensive plan, in particular it is consistent with the overall goal of providing an open, accessible, responsive and fiscally responsible government whose structure creates the functional framework to meet the goals of the Plan; and

WHEREAS, it is further reasonable and in the public interest as it supports the Old Town Small Area Plan Implementation Oversight goal of establishing an oversight committee responsible for implementation of the plan;

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Knightdale, North Carolina:

SECTION 1: That the Unified Development Ordinance of the Town of Knightdale Code is amended to read as follows:

B. Old Town Advisory Board (OTAB)

1. Appointment and Terms

a. Number and Qualifications:

- i.** The Old Town Advisory Board shall be composed of five (5) voting members. The members shall be appointed by the Town Council.
- ii.** The Mayor shall appoint two (2) ex-officio representatives from the Town Council to serve on the Board. Appointments shall be made annually at the January Regular

Meeting of the Town Council. The ex officio members will not have a vote on items coming before the Board.

iii. All members shall be appointed by the Town Council and shall reside or own land within the Wil-Ros Subdivision, Knightdale Station Subdivision or the Old Town Knightdale Study Area as defined in the *Old Town Knightdale Plan (January, 2007)*.

b. **Staggered Terms:** OTAB members shall be appointed for 2-year staggered terms. Members may continue to serve until their successors have been appointed.

c. **Attendance:** Members of the OTAB may be removed by the Town Council at any time for failure to attend three (3) consecutive meetings or for failure to attend 75 percent (75%) or more of the meetings within any 12-month period or for any other good cause related to performance of duties.

d. **Relocation:** If a member moves outside the eligible area as specified in subsection "a" above or no longer owns property within the eligible area as specified in subsection "a" above, that shall constitute a resignation from the committee.

2. Officers

a. **Elections and Terms:** At the first regularly scheduled meeting following the annual appointment of members, the OTAB shall select from among its members a Chair and Vice-Chair. Officers shall serve for a period of not more than two (2) consecutive 1-year terms in the same capacity.

b. **Responsibilities and Duties:** The Chair shall preside over the OTAB as a non-voting member (except in the case of breaking a tie), decide all points of order or procedure using the latest edition of "Robert's Rules of Order", and transmit reports and recommendations of the OTAB to the Town Council. The Chair and Vice-Chair may take part in all deliberations. c. **Committee Secretary Assigned:** The secretary to the OTAB shall be a Town staff member assigned by the Administrator.

3. Meetings

a. **Schedule:** The OTAB shall establish a regular meeting schedule and shall meet frequently enough, at least quarterly if necessary, so as to take action as expeditiously as possible on the items of business.

b. **Open Meetings:** All OTAB meetings shall be open to the public, and whenever feasible, the agenda for each meeting shall be made available in advance of the meeting.

c. **Records:** A record of all meeting minutes and attendance shall be kept by the Committee secretary.

4. Responsibilities and Duties: Generally, the OTAB shall be responsible for the following:

a. Directing the attention of appropriate Town officials to needed enforcement of any ordinance; and

- b. Interfacing with Town staff to discuss hearings and cases affecting the Old Town area and formulate advisory statements for conveyance by the chairperson or other designated committee member to the governing board as appropriate.

Subject to authorization, referral or budget appropriation by the Town Council the OTAB shall also have the following legislative responsibilities and duties related to public improvements, economic development and planning within the Old Town area:

- c. Initiating, promoting and assisting in the implementation of programs for public improvements; and
- d. Initiating, promoting and assisting in the implementation of community involvement activities, financial incentives and technical assistance programs that would benefit residents, entrepreneurs and property owners.

5. Quorum and Voting

- a. A quorum shall be the simple majority of the OTAB membership excluding vacant seats. A quorum is necessary to take official action.
- b. All OTAB members shall serve as voting members, except for the Chair who shall only vote in the case of a tie. Ex officio members will not have a vote on items coming before the OTAB.

SECTION 2. That all laws and clauses of law in conflict herewith are hereby repealed to the extent of said conflict.

SECTION 3. That if this ordinance or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions of this ordinance which can be given separate effect and to the end the provisions of this ordinance are declared to be severable.

SECTION 4. That this ordinance has been adopted following a duly advertised public hearing of the Town Council and following review and recommendation by the Land Use Review Board.

SECTION 5. That this ordinance shall be enforced as provided in G.S. 160A-175 or as provided for in the Knightdale Town Code.

SECTION 6. That this ordinance shall become effective upon its adoption by Town Council.

Adopted this 21st of March, 2018

ATTEST:


Whitney A. Ledford, Town Clerk

BY: 
James A. Roberson, Mayor

APPROVED AS TO FORM:


Roger Knight, Town Attorney